

NORWALK COMMUNITY COLLEGE

APPLICATION FOR CREDIT BY EXAMINATION

MATRICULATED STUDENTS ONLY

GENERAL INFORMATION: Students may apply to take an exam in a course where a CLEP examination is not available.

Students passing the exam will be granted a grade of P for the course. The grade of P is not used to calculate GPA. The examination may not be repeated nor taken to acquire credit for a previously failed course.

**STEP 1:** To be completed by the student.

_____	_____	_____
Student's Name	Date	Curriculum
_____	@ _ _ _ _ _ _ _ _ _ _	_____
_____	Banner ID	Phone
CSA 105	Intro To Software Applications	3
Course Number	Course Title	Credits

Student's qualifications for requesting this exemption exam: (Be very specific)

**STEP 2:** Student is to see their Department Chairperson/Coordinator to obtain approval.

*Thomas J. Eddy*

_____	_____
Approval to Take Examination-Department Chairperson/Coordinator	Date

**STEP 3:** Pay fee in Business Office, Room 105. A nonrefundable fee of \$10.00 per credit is charged.

_____	_____	_____
Amount Paid	Business Office - Receipt Number	Date

**STEP 4:** Return form to the Department Chairperson/Coordinator. The Faculty member assigned to give the exam is responsible for notifying the student of the results.

**NOTE TO FACULTY:** ATTACH EXAM and return to Department Chairperson/ Coordinator.

Faculty Member Assigned \_\_\_\_\_

_____	_____	_____	_____
Exempt	Not Exempt	Faculty Signature	Date

_____	_____	_____	_____
Exempt Approved	Exempt Not Approved	Department Chairperson/Coordinator	Date

**STEP 5:** RETURN TO COUNSELING OFFICE – CAROLYN THOMAS